

ATTENTION PROCESS SERVERS

IMPORTANT INFORMATION ABOUT FILING ORDERS OF PROTECTION, INJUNCTIONS AGAINST HARASSMENT AND INJUNCTIONS AGAINST WORKPLACE HARASSMENT MARICOPA COUNTY ONLY

We need your help. There is the possibility that someone may be harmed if the Sheriff's Office is not **immediately** notified of service. If the Certificate or Affidavit of Service is **not** easily identifiable, it could be filed and placed in the court file **without** being forwarded to the Sheriff's Office. Your cooperation is appreciated and will help the Clerk of the Court to process these documents in a timely matter.

STEP 1: Use the official court form "**Certificate or Affidavit of Service**" which is attached to the Petition for Order of Protection, the Petition for Injunction Against Harassment, and the Petition for Injunction Against Workplace Harassment packet provided to you for service of process, or can be obtained at the Self-Service Center located at:

Downtown Phoenix Location
101 West Jefferson, 1st Floor
East Court Building
Phoenix, Arizona

Mesa Location
222 East Javelina, 1st Floor
Law Library
Mesa, Arizona

Surprise Location
14264 W. Tierra Buena Lane
Surprise, Arizona

STEP 2: The certified copy of the Order of Protection and the Certificate or Affidavit of Service **must be returned** to the Domestic Relations Filing Counter **no later** than seven (7) court business days after service. The Injunction Against Harassment and the Certificate or Affidavit of Service **must be returned** to the Civil Filing Counter **no later** than seven (7) court business days after service. The Injunction Against Workplace Harassment and the Certificate or Affidavit of Service **must be returned** to the Civil Filing Counter **no later** than seven (7) court business days after service. **However, due to the nature of the situation, any effort you can make to return these documents to the court sooner will be appreciated.**

STEP 3: Place the certified copy of the Order of Protection and the Certificate or Affidavit of Service in the Order of Protection basket located between window numbers 1 and 2 at the Central Court Building in Phoenix, or at the File Counter at the Southeast Court Complex in Mesa. Give the Injunction Against Harassment and the Certificate or Affidavit of Service directly to the Clerk of the Court at the Civil Filing Counter. Give the Injunction Against Workplace Harassment and the Certificate or Affidavit of Service directly to the Clerk of the Court at the Civil Filing Counter.

STEP 4: If other documents are served with the Order of Protection, Injunction Against Harassment, or Injunction Against Workplace Harassment, please prepare a separate Certificate or Affidavit of Service.

**ALL CERTIFICATES OR AFFIDAVITS OF SERVICE FOR ORDERS OF
PROTECTION, INJUNCTIONS AGAINST HARASSMENT, AND
INJUNCTIONS AGAINST WORKPLACE HARASSMENT
MUST BE FILED SEPARATELY.**